PROCEDURAL GUIDANCE MESSAGE

	Name and Grade of Action Officer MSgt James Chenaille			Office Symbol RSOPA		Series Number 631		Signature of Action Officer			Implementation Date: 1 Jun 04
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP_____ CCU _____	5				9			
2	JA	Coord	JA_____	6				10			
3	RSO/ CCU	APPR	RSO_____ CCU_____	7				11			
4	RSOPA	X-MIT	_____	8				12			

FROM: HQ AFRS/RSO

SUBJECT: Applicant Personal Data Verification

TO: All Operations/MEPS Personnel

1. The following information and guidelines are provided in order to comply with DOD guidelines on the quality and scope of Citizenship Data. With the current security levels in the United States, DOD has been mandated to implement the new Social Security Administration (SSA) and United States Citizenship and Immigration Service (USCIS) Interface Project. This has been done in order to verify critical applicant personal data (Social Security Number, date of birth, place of birth, and citizenship) prior to processing for enlistment in the United States military. With this in mind, the following guidelines are in effect on 1 Jun 2004. (NOTE: This applies to the interface with USCIS—the interface with SSA is currently in the test phase and will be coming online in the near future).

INSTRUCTIONS:

- *Air Force MEPS MLS/LNCOs must accomplish the following actions prior to processing:*

a. Provide an Alien Registration Number (ARN) on the USMEPCOM Form 680-3A-E and DD Form 1966/1 for all applicable applicants processing for military service. If this is not provided, the applicant will be placed in an "N" status and not be allowed to process further.

b. Provide appropriate source documentation to MEPS personnel in order to verify Social Security Number, date of birth, place of birth, and citizenship to clear MEPCOM responsible "N" statuses.

c. Clear the MEPS generated "N" status in MIRS for the following discrepancies:

- Name/POB-Country/DOB/US Citizenship mismatch with USCIS. This could include one or all of these discrepancies.

d. DO NOT project an applicant to ship if USCIS results are pending.

e. Ensure "N" status is cleared prior to shipping.

- *USMEPCOM/MEPS personnel will:*

a. Provide enlistment testing on all applicants that are missing the ARN (if applicable) on the USMEPCOM Form 680-3A-E. *It is up to the RIC to load in the ARN number or all 9's (9999999 if the ARN is not known) in the ARN block*. Following the test, MEPS personnel will place the applicant in an "N" status indicating he/she is unable to further process until the ARN is provided. (The record will be placed in "B1" "N" status that can only be cleared by the MEPS).

b. If there is a USCIS mismatch, use the source documentation provided by the services to verify the data entry of the ARN in USMIRS. If the ARN was entered incorrectly, they will correct the discrepancy and clear the "N" status. If the ARN is accurate, the service will provide source documents to MEPCOM for verification.

c. Clear the USCIS "N" status on those applicants where the ARN is not found and clear the USCIS "N" status on those applicants with USCIS/ARN submitted and has not been released by USCIS. (Applicants are prohibited from shipping while pending results from USCIS.)

- USMEPCOM PCN 680-3ADP (in MIRS)--Due to the implementation of the USCIS interface, the following are some changes to the USMEPCOM PCN 680-3ADP:

a. SSN. There is a menu of 3 codes that will display next to the SSN (not used until connection with SSA has been implemented): (*The interface with SSA is currently in testing phase*)

1. P - Pending Result
2. R - Result Received
3. M - Mismatch Received

b. ARN. Same codes as above but can also be blank due to no ARN records (US Citizen).

c. *ENTNAC*. There is a menu of five codes that will display next to the ENTNAC:

1. P – Pending Result
2. S – Case Number Received
3. F – Favorable Result Received
4. M – Possible Match Result Received
5. E – Error (Unclassifiable Fingerprint) Received
6. Blank – Indicates ENTNAC (NACLAC) not submitted

d. *HIV and DRUG*. There is a menu of 2 codes that will display in this section:

1. P – Pending Result
2. R – Result Received
3. Blank – Indicates test not taken/applicable

- COMMUNICATIONS: When the data in MIRS is committed, that transaction is forwarded to the host database. At 0400 everyday, USMEPCOM will transmit transactions to USCIS for the ARN checks. The results are then received within 24 hours from transmission. (MIRS data committed on Monday, transmitted by MEPCOM at 0400 Tuesday, results received 0400 Wednesday).

a. **Example 1**: MIRS data committed at 0900 on Monday; projection to process on Tuesday made at 1300 on Monday; Transaction transmitted to USCIS at 0400 on Tuesday; Applicant processes on Tuesday and DEPs; Results received at 0400 on Wednesday. If result shows "N" status applicant can be *projected* to ship but cannot process to ship unless "N" status is cleared. (This allows the service to collect the right documents and bring the applicant to MEPS for processing without having to send the documents to the MEPS first. The service *cannot* project an applicant to ship with results pending.)

b. **Example 2**: MIRS data committed 1200 on Monday; Transaction transmitted to USCIS at 0400 on Tuesday; Results received 0400 on Wednesday; Applicant has "N" status for ARN (MEPS only clearing); Projection to process Thursday made at 1300 on Wednesday (Service must show specific source documents before applicant can process); MEPS personnel clear "N" status; Applicant processes on Thursday.

c. **Example 3**: MIRS data committed on 1200 Monday; Transaction transmitted to USCIS at 0400 on Tuesday; Results received at 0400 on Wednesday; Applicant has "N" status for ARN (Service clearing); Projection to process on Thursday made at 1300 on Wednesday (Service clears "N" status); Applicant

processes on Thursday.

2. Refer any questions, through your appropriate chain of command, to HQ AFRS/RSOPA, at DSN 665-0369 or commercial (210) 565-0369.

FOR THE COMMANDER

        //SIGNED//
DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division